

Suppliers Instructions How to Express Interest

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1. Register your company on the University Hospitals of Morecambe Bay NHS Trust portal (this is only required once)
 - Browse to the eSourcing Portal: <https://uhmb.bravosolution.co.uk/web/login.shtml>
 - Click the “Click here to register” link
 - Accept the terms and conditions and click “continue”
 - Enter your correct business and user details
 - Multiple email addresses can be entered to enable all divisions within your business to receive emails from the system, these must be separated using a semi-colon
 - Note the username you chose and click “Save” when complete
 - You will shortly receive an email with your unique password (please keep this secure)
2. Express an Interest in the tender
 - Login to the portal with the username/password
 - Click the “Open Access PQQs” link. (These are Pre-Qualification Questionnaires open to any registered supplier)
 - Click on the relevant PQQ to access the content.
 - Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.
 - This will move the PQQ into your “My PQQs” page. (This is a secure area reserved for your projects only)
 - Click on the PQQ code, you can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box
3. Responding to the tender
 - You can now choose to “Reply” or “Reject” (please give a reason if rejecting)
 - You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification
 - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ
 - There may be a mixture of online & offline actions for you to perform (there is detailed online help available)

If you require any further assistance use the online help, or the BravoSolution help desk is available Mon – Fri (8am – 6pm) on:

- eMail: help@bravosolution.co.uk
- Phone: 0800 069 8630